

**College of Micronesia – FSM**

**Committee Minutes Reporting Form**

<b>Committee or Working Group</b>				<i>Curriculum and Assessment Committee</i>			
<b>Date:</b>		<b>Time:</b>		<b>Location:</b>			
January 21, 2013		1:00 p.m.		BOR Conference Room			
<b>Members Present</b>							
<b>Titles/Reps</b>		<b>Name</b>		<b>Present</b>		<b>Absent</b>	
Chairperson		Kathy Hayes		X			
Vice-Chairperson/ Trade & Tech Div. Chair		Gardner Edgar		X			
Secretary/National Faculty Rep		Resida Keller		X			
Languages & Literature Division Chair		Ross Perkins		X			
Math & Science Division Chair		Snyther Biza		X			
Public Health Division Chair		Paul Dacanay		X			
Social Sciences Division Chair		Delihna Ehmes		X			
National Faculty Rep.		Susan Moses		X			
Education Division Chair		Madalena Hallers		X			
Business Division Chair		Joseph Felix Jr		X			
Chuuk Campus Faculty Rep.		Lynn Sipenuk		X			
Chuuk Campus Instructional Coordinator		Mariano Marcus		x			
Kosrae Campus Instructional Coordinator		Nena Mike				X	
Hotel/Restaurant Management Div. Chair		Debra Perman		x			
Pohnpei Campus Faculty Rep		Shirley Jano				X	
Pohnpei Campus Instructional Coordinator		Maria Dison				X	
FMI Campus Faculty Rep.		Alex Raiuklur				X	
Yap Campus Instructional Coordinator (acting)		Joy Guarin		X			
Pohnpei Campus rep (new faculty) ‘floating’ member		Charles Aiseam		X			
Student Services Representative		TBD					
<b>Additional Attendees:</b>		Karen Simion, DAP					
<b>Agenda/Major Topics of Discussion:</b>							
<p><b>1. New Business</b></p> <ol style="list-style-type: none"> <li>1. Approval of minutes from December 11th meeting</li> <li>2. Updates and reminders: <ul style="list-style-type: none"> <li>• Program Assessments</li> <li>• Course Outlines</li> <li>• Faculty Handbook</li> <li>• Curriculum Handbook</li> </ul> </li> <li>3. Academic Freedom and Responsibility (Students) Policy</li> <li>4. Policy on Instructional Program Review</li> <li>5. Roles and Responsibilities of the Program Coordinator—continued</li> <li>6. Student Evaluation Form</li> <li>7. Next meeting: Feb. 4th</li> </ol>							
<b>Discussion of Agenda/Information Sharing:</b>							

- 1.) Motion made to approve Dec. 11<sup>th</sup> minutes: 13 yes votes; 1 abstain and 4 non-votes, Minutes approved.
- 2.) Updates and reminders:
  - a. Program Assessments—all reader teams should have completed their checklist/feedback form for their assigned program assessments. This is the last stage in the cycle.
  - b. Course Outlines: all reader teams are encouraged to finish up their course outline reviews and finalize for approval.
  - c. Faculty Handbook: the handbook is with Karen who will be incorporating comments and making revisions; if anyone has any comments/suggestions, send them to Karen who will be keeping the CAC in the loop on any current amendments.
  - d. Curriculum Handbook: The Curriculum Handbook is also under review; DAP has the current copy and will be incorporating any changes; send comments to Karen.
- 3.) Academic Freedom and Responsibility (Students) Policy: any comments on the student academic freedom policy? With the creation and review of the student academic freedom policy, the question has come up on whether there needs to be a review of the Faculty Academic freedom policy? CAC members will review the student policy and send in comments/concerns to DAP. Division chairs should share the student policy with division members for review and also bring in comments on whether there should be a review of the faculty academic freedom statement.
- 4.) Policy on Instructional Program Review: review the policy and send in comments to Karen.
- 5.) Roles and Responsibilities of the Program Coordinator—continued: discussion will continue at next meeting due to lack of time for discussion.
- 6.) Student evaluation form: no discussion due to lack of time.
- 7.) Next meeting: Feb. 4th

**Handouts/Documents Referenced:**

1. Faculty Handbook
2. Curriculum Handbook
3. Academic Freedom and Responsibility (Students) Policy
4. Policy on Instructional Program Review
5. Roles and Responsibilities of the program coordinator
6. Student Evaluation Form

**College Web Site Link:**

<b>Prepared by:</b>	<i>Resida S. Keller</i>	<b>Date Distributed:</b>	<i>2/14/13</i>
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**Approval of Minutes Process & Responses:** Minutes distributed for comments 2/14/13; Dec. 11<sup>th</sup> minutes approved.

<b>Submitted by:</b>	<i>Resida S. Keller</i>	<b>Date Submitted:</b>	<i>02/14/13</i>
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities**

- 1.) Dec. 11th minutes: Approved
- 2.) Academic Freedom and Responsibility (Students) Policy: Review by divisions-- email comments to Karen; bring in comments on whether there is a need to review Faculty Academic freedom policy.
- 3.) Policy on Instructional Program Review: send in any comments to DAP
- 4.) Roles and Responsibilities of the Program Coordinator and Student Evaluation Form: Discussion tabled for next meeting due to lack of time.

5.) Next meeting: Feb. 4th